

## REGIONAL NAF PERSONNEL OFFICE

### MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

## VACANCY ANNOUNCEMENT

08/06/03

Does not confer to Civil Service Status

POSITION: **Recreation Assistant (Auto)**  
NF-0189-02

ANNOUNCEMENT# **SP 27-04**

Salary: \$7.00 per hour

LOCATION: MWR Dept., Commercial Act/Auto Hobby  
Norfolk, VA 23511

CLOSING DATE: Open Until Filled

**AREA OF CONSIDERATION: Open**

(1) Position, Full-time

**NOTE:** No relocation costs will be paid

Direct Deposit of salary is a condition of employment

**DUTIES:** Incumbent is responsible for the shop and resale activities on assigned shift and assists/oversees work being performed by patrons. Ensures only eligible, authorized patrons use the facility, and that no patron or employee is using the facility for personal gain. Ensures all standards of operation and safety precautions are maintained at all times, and that patrons are not permitted to use equipment without being provided proper instruction prior to use. Supervises check-in/check-out of hand tools and special power equipment. Advises patrons on safety instructions concerning tools and equipment in the shop and ensures protective equipment is in use as required. Maintains record of tools and equipment by recording name of person using tools and date out/in and ensures tools are returned without damage. Operates shop machinery as required, which may include valve-grinding machines, wheel balancing machines, timing lights and spark plug cleaning machines. Instructs patrons of proper use of machinery as needed, and oversees to ensure proper use. Assists with preventive maintenance program, to include performing routine maintenance, repairs, and record keeping for all MWR owned vehicles. Will assist on routine maintenance of MWR vehicles. Keeps facility in a clean and orderly fashion at all times. Cleans work and patron areas as necessary to ensure a high level of cleanliness at all times. Stocks restrooms. Secures the facility and funds designated upon closing, ensuring all funds are appropriated documented and protected, and all entries/exits and windows are secured against intrusion. Collects and records all fees and sales. Operates cash register, and performs all necessary cash recording in accordance with policy. Displays stock and refills displays as necessary. Assists with inventories. Performs other related duties as assigned.

**QUALIFICATIONS:** Must have a demonstrated working knowledge of automotive tools, their proper use and maintenance. Must be able to read, write, and follow instructions, to include the ability to read technical manuals for tools and equipment. Must demonstrate an ability to use diplomacy and tact in dealing with the public and provide above average customer service. Must be able to make basic math computations.

**Special Requirements:** Work is subject to an irregular tour off duty, to include night and weekend hours. Must possess and maintain a valid driver's license.

-**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road., Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

-**NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-**MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

-**VETERAN:** Attach copy of DD214

-**INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-**ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

-**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

*"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."*

Web Site: [www.nsa-norva.navy.mil](http://www.nsa-norva.navy.mil)

JOBS Line: 440-JOBS (5627)